Syllabus is subject to change by instructor if needed.

Instructor: Carolyn Stariha, RHIA
Telephone: Office: 713-718-7349
           Office: Suite 225, Room 227
Office Hours: By Appointment Only

Course Description:
This is a review of all Health Information courses studied in the Health Information program for attainment of the Associate in Applied Science degree. This course will assist the student with preparation for the national Registered Health Information Technician exam sponsored by the American Health Information Management Association.

PREREQUISITE:
Eligible to write for the National American Health Information Management Association Registered Health Information Technician Examination

CREDIT:
3 Credit (2 Lecture, 2 labs)

Textbooks:
All textbooks used throughout duration of program.
- Comprehensive Review Guide for Health Information RHIA & RHIT Exam Prep, Jones and Bartlett Publishers, Tyson-Howard & Thomas
- Registered Health Information Technician-AHIMA
Class Time:

CRN: 59707/Distance Education
Mock Exam 1 and Mock Exam 2 will be taken at the Coleman College. Students need to make arrangements to take the exams on the dates assigned (Thursdays). After the Mock 1 & 2 exams, students will be able to review their exams that have been previously taken.

Course Objectives:
Reference AHIMA Domains, Sub domains, and Tasks
Entry Level Competencies for Registered Health Information Technicians

**Domains, Sub domains, & Tasks**

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<thead>
<tr>
<th>Domain</th>
<th>Sub domain</th>
<th>Description</th>
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<tbody>
<tr>
<td>I Domain: Health Data Analysis &amp; Management (30%)</td>
<td>Sub domain A: Health Data Structure, Content, and Standards</td>
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<td>Sub domain B: Healthcare Information Requirement and Standards</td>
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<td>Sub domain C: Clinical Classifications Systems</td>
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<td>Sub domain D: Reimbursement Methodologies</td>
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<td>Sub domain C: Data Security</td>
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<td>Sub domain D: Health Information Systems</td>
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<td>V. Domain: Human Resources (15%)</td>
<td>Sub domain A: Human Resources</td>
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<td>Sub domain B: Financial and Physical Resources</td>
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<td>II. Domain: Health Statistics, Biomedical Research, and Quality Management (13%)</td>
<td>Sub domain A: Healthcare Statistics and Research</td>
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<td>Sub domain B: Quality Assessment and Performance Improvement</td>
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<td>III. Domain Health Services Organization and Delivery (17%)</td>
<td>Sub domain A: Health Care Delivery</td>
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<td></td>
<td>Sub domain B: Healthcare Compliance, Confidentiality, Ethical, Legal, and Privacy Issues</td>
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<tr>
<td>IV: Domain: Information Technology and Systems (25%)</td>
<td>Sub domain A: Information and Communication Technologies</td>
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Sub domain B: Data, storage, and retrieval

Students will be TESTED on all of the above stated areas, in addition to mock testing for the National Examination for REGISTERD HEALTH INFORMATION TECHNICIANS.

HEALTH INFORMATION TECHNOLOGY PROGRAM
HITT-2249 (RHIT Competency Review)

Schedule

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Week 1:</td>
<td>Lesson 1-June 8-June 14, 2015</td>
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<tr>
<td></td>
<td>Class Introduction</td>
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<tr>
<td></td>
<td>Overview of AHIMA's Computer-Based Testing</td>
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<td>Overview of Exam Content and Structure</td>
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<td></td>
<td>Review of RHIT Entry Level Competencies</td>
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<td><strong>Exams</strong>-Introduction Exam</td>
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<td><strong>Exams</strong>-(Coding Exam)</td>
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<td>Homework Assignments Due:</td>
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<td><strong>PRG</strong>-Health Data Content and Standards/Information Retention and Access</td>
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<td><strong>Comprehensive Review Guide</strong>- Ch. 2: Health Data Management and Health Services Organization and Delivery/Ch. 3: Health Care Privacy, Confidentiality, Legal, and Ethical Issues</td>
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<td><strong>AHIMA</strong>-Ch. 1, 2, &amp; 3</td>
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| Week 2:         | Lesson 2-June 15-June 21, 2015                                        |
|                 | **Mock Exam 1-Coleman College**-June 18, 2015                          |
|                 | Short Exam 1-Medical Terminology                                       |
|                 | Short Exam 2-Pathophysiology                                           |
|                 | Short Exam 3-Health Data Content and Structure                         |
|                 | Short Exam 4-Health Care Delivery Systems                              |
|                 | Mock Exam                                                              |
Homework Assignments Due:

**PRG** - Classification Systems and Secondary Data Sources/Medical Billing and Reimbursement Systems
Informatics and Information Systems/Health Information Privacy and Security/Health Law

**Comprehensive Review Guide** - Ch. 5 Quality Management and Performance Improvement/Ch. 6: Information Technology and Systems/Ch. 7: Biomedical Sciences
Ch. 8: Clinical Classification Systems/Ch. 9: Organization, Management and Supervision.
**AHIMA** - Ch. 4, 5, 6, 7

**Week 3:** Lesson 3 - June 22, 2015-June 28, 2015

***Mock Exam #2 - Coleman College - June 25, 2015***

Short Exam 5 (Coding and Classification)
Short Exam 6 (Legal Aspects of Health Information)
Short Exam 7 (Health Care Statistics)
Short Exam 8 - Q.A. & Performance Improvement
Short Exam 9 - Pharmacology

Homework Assignments Due:

**PRG** - Health Statistics and Research/Quality Performance Improvement/Organization and Human Resources/Mock Examination
**Comprehensive Review Guide** - Ch. 10 - Mock Exam
**AHIMA** Review - Ch. 8, 9, 10

**Week 4:** Lesson 4 - June 29, 2015-July 3, 2015 - Friday

Short Exam 10 - Management
Abdelhak & Sayles Exam

Short Mock Exam 1-3
Short Mock Exam 4-5
Short Mock Exam 6-9

*** Indicate the days that class will meet at the Coleman College. The scheduled days are Wednesdays.
DISABILITY STATEMENT
"Any student with a documented disability (e.g. physical, learning, psychiatric, vision hearing, etc.) who needs to arrange reasonable accommodations must contact Disability Services Office at the respective college at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office."

EQUAL EDUCATION AND EMPLOYMENT OPPORTUNITY
Houston Community College Systems seeks to provide equal educational opportunities without regard to race, color, religion, national origin, sex, age, or handicap. This policy extends to employment, admission, and all programs and activities supported by the College.

METHOD OF INSTRUCTION
This class is design to point out to the student weak areas of comprehension. The topics will be reviewed through means of repeated testing. Students are expected to re-read Johns and Abdelhak textbooks or following notes from previously reading books. Students must also review course objectives and answers from all previous program courses. Class is set up for testing.

ATTENDANCE POLICY
Students who are absent for more than two class sessions may be administratively dropped from the course without notification. Exceptions to this policy will be up to the discretion of the instructor. Attendance will be checked daily by the instructor. The instructor is required to report all absences for all students receiving financial aid (grants, V.A., Social Security, Etc.) NOTE: IT IS THE RESPONSIBILITY OF THE STUDENT TO WITHDRAW OFFICALLY FROM A COURSE.

GRADING POLICY
Mock Exam I- 15%
Mock Exam II- 15%
Short Mock Exams- 40%
Exams- 30%

GRADING SCALE
90-100 A
80-89 B
75-79 C
Below 75 F (NO D's will be given)

Additional Student Assignments to help student be successful at passing the RHIT Certification Exam:

1. Listening to Sounds of Success Tapes.
2. Reviewing exams and looking up missed answers.
4. Taking Exams at the end of each chapter of Johns & Abdelhak.

***It is very important to remember that there will be no lecture during this class. The class will consist of testing and reviewing of text books.

Reading and Homework Assignments:
Student needs to complete reading assignment and complete homework assignments at the end of the chapters. Homework assignments include Johns and Abdelhak books.

All students are going to be required to show Ms. Stariha a finalized binder of all of their practical experiences and management class information. Be sure your goals, resume, and references are included. This needs to be a professional portfolio.
Homework Assignments

Be sure you use the Practice Software in all three books. Review as many exam questions as possible. Review, Review and Review.

June 8       Johns- Ch. 1
             Abdelhak Ch. 1

June 8       Johns- Ch. 2
             Abdelhak Ch. 2

June 8       Johns- Ch. 3
             Abdelhak Ch. 3

June 15      Johns- Ch. 4
             Abdelhak Ch. 4

June 15      Johns- Ch. 5-6
             Abdelhak Ch. 5

June 15      Johns- Ch. 7-8
             Abdelhak Ch. 6

June 22      Johns- Ch. 9-10
             Abdelhak Ch. 7

June 22      Johns- Ch. 11-12
             Abdelhak Ch. 8

June 22      Johns- Ch. 13-14
             Abdelhak Ch. 9-10

June 29      Johns- Ch. 15-16
             Abdelhak Ch. 11-12

June 29      Johns- Ch. 17-18
             Abdelhak Ch. 13-14

June 29      Johns- Ch. 19
             Abdelhak Ch. 15-16

June 29      Johns- Ch. 20
             Abdelhak Ch. 17-18

Be sure that you take notes when you read the chapters. If you do not intend to read chapters then answer objectives and complete exams after each chapter.